

PREFACE

The Oregon Natural Resources Conservation Service (NRCS) has an ethical responsibility for the safety of its employees in emergency situations that threaten NRCS buildings and/or facilities. We also have a legal obligation to the American people to continue essential operations effectively even during emergency situations. This Continuity of Operations (COOP) Plan has been developed to assure that NRCS employees are safe and essential operations can be continued even during emergencies.

The President has emphasized the need for COOP Plans by Presidential Decision Directive (PDD) 67¹. The PDD states that "...it remains the policy of the United States to have in place a comprehensive and effective program to ensure...continuity of essential Federal functions under all circumstances... This [COOP] capability... [requires] the emergency delegation of authority...; the safekeeping of vital resources, facilities and records; ...emergency acquisition of the resources necessary for business resumption; and the capability to perform work at alternate work sites until normal operations can be resumed."

This is a complicated Plan because the mission, functions, and operations of Oregon NRCS are quite varied, and because Oregon NRCS employees are situated in many different locations throughout the state. The Plan has been constructed so that it can accommodate everything from the smallest emergency affecting only part of the NRCS State Office to the largest emergency that disables virtually the entire Portland metropolitan area. In cases of very limited emergency, it relies upon relocation sites that are nearby, so employees can continue to live at home and commute to work. For much larger emergencies, it recognizes the need to relocate farther away, in order to have access to needed facilities and support services.

¹Unclassified Extracts from PDD-67, October 21, 1998.

OREGON STATE OFFICE NATURAL RESOURCES CONSERVATION SERVICE CONTINUITY OF OPERATIONS PLAN

Oregon State Office Continuity of Operations Plan Emergency Levels:

Level 1: Portion of Oregon NRCS State Office Functions Affected. The building housing key functions is operational, but normal business operations are suspended in a room, floor, level, or section due to: fire, explosion, water damage, or other damage.

Level 2: Oregon NRCS State Office Functions Affected. The building is closed for normal business activities, but the cause of the disruption has not affected surrounding buildings, utilities, or transportation systems.

Level 3: Oregon NRCS State Office Functions and Surrounding Area Affected. The building and surrounding buildings/area are closed to normal business activities.

Level 4: Portland Metropolitan Area Affected. The Portland metropolitan area is closed to normal business activities as a result of a natural disaster or of actual or threatened terrorist attacks using weapons of mass destruction.

In the event of a Level 1 emergency:

1. If determined safe to do so employees are to report to an unaffected area of the State Office.

2. If the 13th floor is unsafe or inaccessible:

a) Key personnel will report to the 16th floor MO office conference room and assess the situation.

Key Personnel:

List of Key Personnel

Name, Title

b) If safe to do so, all other 13th floor State Office employees will report to the 18th floor large conference room and wait for further instruction.

3. Leadership Team will account for all employees they supervise and report names of evacuated employees to the State Conservationist or Acting State Conservationist and to a Human Resources representative.

4. If the emergency occurs during non-work hours, supervisors will contact their employees by telephone to provide necessary instructions.

In the event of a level 2 emergency:

1. If NRCS offices are unsafe or inaccessible all employees are to evacuate the building and meet at the **northeast end of the Waterfront Park adjacent to the Hawthorn Bridge** (travel on Main St.

towards the river to the park). Members of the Portland based Leadership Team will account for employees they supervise and report names of evacuated employees to the State Conservationist or Acting State Conservationist, and to the Human Resources representatives at Waterfront Park. Key Personnel will then give the necessary direction to employees.

2. When safe to do so Key Personnel are to report to *an alternate location* to evaluate the situation and coordinate our activities. If necessary an alternate site for operation will then be selected and utilized.
3. All other State Office employees will return to their homes and wait for further instructions. Employees should check voice-mail, e-mail, the Oregon NRCS Home page, and public media for instruction from key positions. They should also be accessible by telephone to the extent possible.

In the event of a level 3 or 4 emergency:

Alternate Locations:

<u>Name:</u>	<u>Contact:</u>	<u>Leader:</u>	<u>Address:</u>
<i>Location One</i> <i>Phone Number</i>	<i>Representative</i> <i>at location</i>	<i>Leader</i>	<i>XXXXXX</i>
<i>Location Two</i> <i>Phone Number</i>	<i>Representative</i> <i>at location</i>	<i>Leader</i>	<i>XXXXXX</i>
<i>Location Three</i> <i>Phone Number</i>	<i>Representative</i> <i>at location</i>	<i>Leader</i>	<i>XXXXXX</i>

Key Personnel:

List of Key Personnel
Name, Title

Attached is a list of all phone numbers and other contact information for Alternate Location Contacts as well as Key Personnel. Key personnel and Alternate Location Contacts should have their identification, emergency numbers etc. on hand at all times.

1. If an emergency occurs during working hours and immediate evacuation is necessary, see to your personal safety and the safety of your family. All State Office employees should contact *Emergency Contact One* or *Emergency Contact Two* to confirm their safety and provide their contact information. Also, if possible, they should contact their respective supervisors.

Emergency Contact One at (xxx) xxx-xxxx

Emergency Contact Two at (xxx) xxx-xxxx

2. Key Personnel should then proceed to *Alternate Location One*, or one of the assembly sites listed if *Alternate Location One* is not accessible. If conditions warrant, bring sufficient personal items to cover a 5-day stay, especially prescription medicines. If arrival at *Alternate Location One* will be delayed contact the *Alternate Location*, (xxx)xxx-xxxx, or Alternate Location Contact to advise of your status.
3. If an emergency occurs during non-working hours, Key Personnel will proceed to *Alternate Location One*, or most practical alternate location, individually as soon as practicle. If conditions warrant, bring sufficient personal items to cover a 5-day stay, especially prescription medicines. If arrival at *Alternate Location One* will be delayed contact the *Alternate Location*, (xxx)xxx-xxxx, or Alternate Location Contact to advise of your status.
4. State Office employees will wait for further instructions. Employees should check voice-mail, e-mail, the Oregon NRCS Home page, and public media for instruction from key positions. If the Oregon voice mail system is not operating, employees should call the **Oregon Emergency Hotline at (xxx)xxx-xxxx**, to hear a pre-recorded message. Employees should also be accessible by telephone to the extent possible.
5. All Alternate Location Leaders will report to their respective Alternate Location Site in the event of a level 3 or 4 emergency. They will then establish communication with the other alternate sites. After the initial event occurs XXXXX will assume leadership while State Office personnel attempt to travel to *Alternate Location One* and make contact with the alternate locations. Leadership will then be identified, communicated, and established.
6. State Conservationist or Acting State Conservationist will notify Key Personnel of a level 3 or 4 emergency. If the State Conservationist and Acting State Conservationist are unable to perform their duties, XXXX will carry out the following responsibilities from *Alternate Location Two*. If XXXX is unavailable, XXXXX will assume responsibility from *Alternate Location Three*. This notification will be sent via multiple means of communication, i.e., telephone, voice mail, cell phone, Oregon NRCS Home Page. If the Oregon voice mail system is not operating, call the Oregon Emergency Hotline at (xxx)xxx-xxxx, to hear a pre-recorded message.
7. If the situation is such that getting to *Alternate Location One* is impractical the following alternate sites will be used to assess the situation and determine future actions such as moving to a secondary alternate site.

Secondary Alternate Sites:

Alternate Location Two

Alternate Location Three

8. The State Conservationist or Acting State Conservationist will notify the alternate site office that is to be utilized, the alternate location contact will prepare the site for operation.
9. Full Leadership Team will be advised of the situation and immediate plans via telephone, voice-mail, Oregon NRCS Home Page, or e-mail. If the Oregon voice mail system is not

operating, call the **Oregon Emergency Hotline at (xxx)xxx-xxxx**, to hear a pre-recorded message.

10. If Key Personnel and Alternate Location Contacts are not officially notified because they cannot be reached, they are to frequently check voice mail, the Oregon NRCS Home Page, use public media, or contact the alternate sites for continuity of operation information. If the Oregon voice mail system is not operating, employees should call the Oregon Emergency Hotline at (xxx)xxx-xxxx, to hear a pre-recorded message.

Alternate Location Contact Responsibilities

This includes:

List the Alternate sites and the corresponding Alternate Site Contact

Equipment Required for each Alternate Location

1. Cell Phones- digital/analog
2. Television
3. AM/FM Radios (several battery operated)
4. Laptop with internet access (with cell phone modems)
5. Food for 5 days (MRE's) for 6-8 people
6. Water for 5 days (cups) for 6-8 people
7. Extensive Emergency First Aid Kit
8. CPR face shields (several)
9. Flashlights with extra bulbs
10. Extra Batteries for all power uses
11. Blankets
12. Cots or air mats
13. Vehicle
14. Office copy of the COOP

Required Maintenance of Alternate Site Equipment

Monthly

1. Test the cell phones
2. Test television and radios

Quarterly

1. Renew the water supply
2. "Power Cycle" all rechargeable batteries

Annually

1. Check contents of emergency supplies
2. Replace all non-rechargeable batteries

Actions Required in the Event of an Emergency

1. Check supplies and equipment
2. Begin "setting up" the temporary office space
3. Check phone communications – regular, cell
4. Begin informing the SWCD's of our alternate location status

Alternate Location Responsibilities

Action List for ALTERNATE LOCATION CONTACT in the Event of an Emergency

1. Assess emergency situation
2. Proceed to your Alternate Location if you were away from the office
3. Assist Key Personnel to coordinate with other Key Personnel at other Alternate Locations
4. Establish communication network with the other Alternate Location Leaders
5. Determine and prepare our current resources (expertise, offices, equipment, transportation, communications, etc.)

Action List for ALTERNATE LOCATION LEADER in the event of an emergency

1. Assess emergency situation
2. Identify Alternate Location Site
3. Proceed to selected Alternate Location Site
4. Establish Communication Network
5. Contact State Emergency Management Agency:
 - a. Advise them of our resources
 - b. Ask for their current needs
 - c. Assist in determining if our available resources might meet their needs
 - d. Define the role of NRCS during the emergency
6. Deploy our resources (expertise, equipment, supplies, and transportation)
7. Contact our Field Office personnel
 - a. Advise employees of our new role (As per the State Emergency Management Agency)
 - b. Notify employees of the location of our temporary state office
 - c. Provide phone numbers for this office
 - d. Notify employees of who they will be working with/for
8. Contact the Oregon NRCS Leadership Team
 - a. Advise employees of our new role (As per the State Emergency Management Agency)
 - b. Notify employees of the location of our temporary state office
 - c. Provide phone numbers for this office
 - d. Notify employees of who they will be working with/for
9. Contact NHQ and Regional Office (See attached locations and phone numbers)
 - a. Advise of our new mission (as per the State Emergency Management Agency)
 - b. Notify of the location and phone numbers of the temporary State Office
10. Contact the State Emergency Board which will in turn coordinate with all partner county based agencies.
11. Continually monitor current situation and advise our employees

Personnel Required to Report to Alternate Site

IT support

IT personnel will attempt to relocate the network server at the new alternate location. They will also attempt to post instructions to employees on Oregon's Home Page.

Report to Alternate Location One

Computer Specialist

XXXXXX

Work, Home and Cell Phone Numbers

Report to Alternate Location Two

Computer Specialist

XXXXXX

Work, Home and Cell Phone Numbers

Report to Alternate Location Three

Computer Specialist

XXXXXX

Work, Home and Cell Phone Numbers

**CONTACT SHEET - KEY POSITIONS
OREGON**

Name
Title

Work Phone Number
Home Phone Number
Cell Phone Number

NOTE: In case of a level 3 or 4 (major) emergency, *Alternate Location One* will be our 1st alternate site; *Alternate Location Two* will become our 2nd alternate; *Alternate Location Three* will be our 3rd alternate site.

REMEMBER: The Oregon Emergency Hotline ((xxx)xxx-xxxx) should be updated often so Key Personnel/employees have accurate information during the emergency.

Oregon NRCS State Leadership Team - Contact Sheet

State Leadership Team

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

National Headquarters and Regional Office - Contact Sheet

National Headquarters

Name

Title

Work Phone Number

Regional Office

Name

Title

Work Phone Number

County Based Partner Contacts – Contact Sheet

State Emergency Board

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

Work e-mail address

Farm Service Agency

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

Work e-mail address

Rural Development

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

Work e-mail address

OSU Extension Service

Name

Title

Work Phone Number

Home Phone Number

Cell Phone Number

Home e-mail address

Work e-mail address

State and Local Emergency Numbers – Contact Sheet

State Emergency Management Agency
State Emergency Response System
1-800-452-0311

State Office Emergency Numbers

Emergency
911

Non-Emergency

GSA Protective Service
(xxx)xxx-xxxx

Sheriff Office
(xxx)xxx-xxxx

Fire Department
(xxx)xxx-xxxx

Police Department
(xxx)xxx-xxxx

Alternate Location One Emergency Numbers

Emergency
911

Non-Emergency

Sheriff Office
(xxx)xxx-xxxx

Fire Department
(xxx)xxx-xxxx

Police Department
(xxx)xxx-xxxx

Emergency
911

Non-Emergency

Sheriff Office
(xxx)xxx-xxxx

Fire Department
(xxx)xxx-xxxx

Police Department
(xxx)xxx-xxxx

Alternate Location Three Emergency Numbers

Emergency
911

Non-Emergency

Sheriff Office
(xxx)xxx-xxxx

Fire Department
(xxx)xxx-xxxx

Police Department
(xxx)xxx-xxxx

Alternate Location Two Emergency Numbers